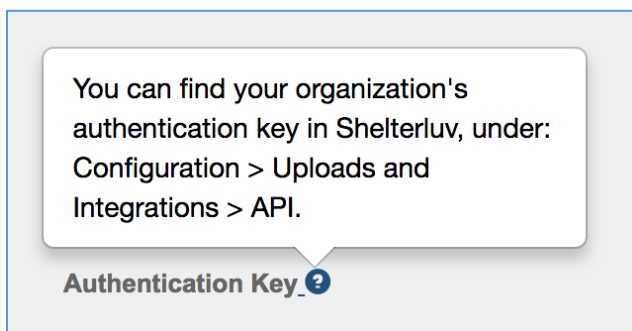# MADDIE'S® Pet Assistant

Shelterluv User

How do I get started with Maddie's Pet Assistant?

To automatically import your organization's data into the MPA Website, all we need is your unique Shelterluv Authentication Key.

> You can find your organization's authentication key in Shelterluv, under: Configuration > Uploads and Integrations > API.

Authentication Key ❓

If you have registered already, just email your Shelterluv Authentication Key to mpa@maddiesfund.org.

If you have not yet registered, you can add your Authentication Key during online Registration: https://www.maddiespetassistant.org/Account/ExternalRegister

Register Organization

Organization Name ❓	Organization Name
Organization Nickname ❓	Organization Nickname
Organization County	-- Select County -- ▾
	If your county is not listed Please Add County.
Organiza...	Organization URL
Animal Management Software ❓	Shelterluv ↕
Authentication Key ❓	Authentication Key

> Please select which Animal Management Software your organization uses.

On the back-end, we will work with Shelterluv directly to get your data importing as soon as possible.

Please anticipate this taking 1-2 business days. Once your data is imported, your organization's MPA account is live and communications will be sent to end users (e.g., adopters and/or foster caregivers) automatically.

During registration your organization can decide which types of pets you want to use MPA on behalf of. We recommend that when you first start using the app, select just one 'category' listed below.

If you are a current user and would like to change preferences, just email mpa@maddiesfund.org.

Does your organization want to use Maddie's Pet Assistant to follow up on dogs, cats or both?

We recommend that when you first start using Maddie's Pet Assistant, you begin app usage with just one 'category' of pets (for example, adopted dogs or fostered cats).

Adoption Age Group Options
☑ Dogs over 8 weeks of age

☑ Cats over 8 weeks of age

Foster Care Age Group Options
☑ Kittens under 8 weeks of age

☑ Cats over 8 weeks of age

Ruff. We're sorry but MPA is not yet ready for puppies 0-8 weeks old.

☑ Dogs over 8 weeks of age

Options ❓

You'll also need to provide the contact to whom you'd like Maddie's Pet Assistant to send survey submissions and alerts (e.g., the primary foster care program contact or primary adoptions counselor).

Foster Care Contact Name	Amber Freiwald
Foster Care Contact Email ❓	mpa@maddiesfund.org
Foster Care Contact Phone	🇺🇸 ▾ (123) 456-7890 - Extension

Contact info is required at registration, but it can be updated at any time on the **Edit Organization Screen**.

What data will import?

The *first import from Shelterluv includes basic pet record information, pet status/relationship, vaccination record data and a few fields regarding pet history. Medical records and weight will not be imported.

Data from Shelterluv will be *updated if any major changes have been made to the pet's record (e.g., pet status has changed to in-foster or adoption). Vaccination data will not be continuously updated by Shelterluv after first import.

If possible, try to have all vaccination records/due dates, microchip info and rabies tag # in your Shelterluv software before the pet's status changes to foster care/adoption and is imported into MPA the first time.

Data will import into the MPA Website, but anything added or changed there will NOT import back into Shelterluv. We want to keep your animal shelter management data pristine!

Basic Pet Record Information

- Pet Name
- Pet Species
- Pet Sex
- Pet DOB
- Pet Age
- Spay/Neuter Status
- Primary Color
- Secondary Color
- Pattern
- Health Status (e.g., Asilomar Status – healthy, treatable, untreatable, etc.)
- Imported Pet Biography
- Pet Status (e.g., active, deceased, return, etc.)
- Microchip Number Microchip Issuer
- Rabies Tag Number Relationship Type
- Adopted By
- Adoption Date
- Fostered By
- Foster Care Date
- Pet Photo

Pet History Information

- Came to Shelter as (e.g., stray, transfer, etc.)
- Brought in By (e.g., ACO, Born in care, Public drop-off)
- Date Brought In
- Pet ID

Vaccination Information
- Vaccination Name
- Vaccination Type
- Date Given
- Vaccine Manufacturer
- Vaccine Lot Number
- Date Due

Best Practices:
- Your data will import within 1-2 days of registration, so be sure to train your staff.

- Once your data is imported, your organization's MPA account is live and communications will be sent to end users (e.g., adopters and/or foster caregivers) automatically, so be sure to let adopters/foster caregivers know about the app (and that they will be receiving an email on how to download it).

- If possible, try to have all vaccination records/due dates, microchip info and rabies tag # in your Shelterluv software before the pet's status changes to foster care/adoption and is imported into MPA the first time.

Resources:
- MPA FAQ and training materials: https://www.maddiesfund.org/mpa-faq.htm

- Short videos about Maddie's Pet Assistant can be found here: https://www.maddiesfund.org/mpa-learn-more.htm

- Promotional materials for adopters/foster caregivers: https://www.maddiesfund.org/mpa-tools.htm

For support, you can email mpa@maddiesfund.org or join our MPA group within the Maddie's Pet Forum: https://maddiespetforum.org/group/maddie-s-pet-assistant/.